



CITY PLANNER RECRUITMENT PROFILE



This Recruitment Profile provides information on the City of Centerville, the Planning Division, and the City Planner position and will serve as a guide for applicants as they familiarize themselves with relevant job-related and community information.

Application Deadline: March 1, 2013

Inquiries about this recruitment and selection process may be directed to:

City of Centerville
Human Resources Dept.
100 W. Spring Valley Rd.
Telephone: (937) 433-7151
Fax: (937) 428-4718

Email: personnel@centervilleohio.gov

WARM AND CHEERFUL CENTERVILLE

Centerville, founded in 1796, is one of the oldest communities in Ohio. Centerville became a city on December 2, 1968. Today, approximately 24,000 residents call Centerville home. The heart of the city has been designated as an architectural preservation district to retain and maintain its historic charm and is the site of Ohio's largest collection of early stone buildings.

Centerville is located in the southern half of Montgomery County, about six miles south of Dayton. The hustle and bustle of business activity exists side-by-side with quiet, tree-lined streets, community and neighborhood parks, nature areas, and an array of indoor and outdoor recreation facilities. Centerville also owns and operates *The Golf Club at Yankee Trace*, a nationally-recognized 27-hole championship facility with a country club atmosphere.

FORM OF GOVERNMENT

The City operates under and is governed by its municipal Charter, first adopted by voters in 1968. The Charter provides for a Council-Manager form of government. Council is the governing body of the City elected by the public and the manager is appointed by council to carry out established policies.

Centerville's City Council consists of seven members who are all elected at-large for four-year terms, including the Mayor who is the presiding officer. Council provides legislative direction while the City manager is responsible for day-to-day administrative operation of the City. The Mayor and Council are responsible for setting policy, approving the budget, and determining the tax rates. The City Manager serves at the pleasure of the Council and is responsible for preparing the budget, directing day-to-day operations, and managing City personnel. Two city managers have served the city since 1974, with the current City Manager having been appointed in 1992.

THE ORGANIZATION

The mission of the City of Centerville is to provide exceptional services and preserve Centerville as primarily a residential community while strategically expanding our economic base.

The City of Centerville employs approximately 120 full-time employees and 25 part-time employees year round, with a seasonal/temporary/intermittent staff of 100 additional personnel depending on time of year. The City takes pride in fostering a dynamic and diverse workforce and is dedicated to ensuring employees are managed fairly, are well-trained, supported, and assigned job duties to accomplish governmental objectives in a cost-effective, efficient, and safe manner. People are the City of Centerville's greatest asset and we are committed to creating a quality employee experience.



CITY PLANNER

The Centerville Planning Division prepares and maintains the City's land use regulations to protect the public health, safety and general welfare and also provide for and guide the physical growth and development of the City. The City Planner oversees the municipal planning, geographic information system (GIS), and zoning activities and is responsible for formulating and developing comprehensive plans, within the framework of established policy and pertinent laws and ordinances. The City Planner serves as an advisor on planning matters to the City Council, Planning Commission, Board of Architectural Review, the City Manager and other land use board or task forces created by the City Council including:

- Processing all applications
- Preparation of meeting agendas and Public Hearing Notices
- Reviewing and recommending actions for all zoning applications pending before the Planning Commission and BAR
- Review of meeting minutes of actions taken

This is a supervisory position which is responsible for leading and managing Planning Division personnel. The City Planner also responds to questions and/or requests for service from City officers, employees, and citizens.

Specific duties include:

- Provides research, analysis, preparation, and recommendations on all land use legislation pending before the City Council, including the Zoning Ordinances and Zoning Map, Landmark Preservation Ordinances, and Subdivision Regulations.
- Evaluates all zoning and subdivision proposals for residential, commercial, and industrial facilities and the general physical layout of the area in order to determine the need for development or modification of plans.
- Designs master plans and presents findings and recommendations of the Planning Commission and the BAR to City Council for zoning and subdivision applications requiring approval by Council.
- Prepares and maintains the Centerville Comprehensive Plan, Unified Development Ordinance, and related Policy Plan.
- Provides residents and the general public with assistance regarding planning, zoning, and subdivision issues.
- Consults with citizens, department heads and other officials of municipal, county, state and federal governments in order to coordinate all phases of planning; participates in Miami Valley Regional Planning Commission and related agencies.
- Prepares work programs and budgets; analyzes financial and budgetary information and data; prepares an annual budget and recommends cost-saving measures.



Qualifications:

Bachelor's degree in planning or related field (Master's Degree preferred) and:

- Substantial planning experience (at least 5 years preferred).
- Knowledge of city planning, inspection techniques, architecture, topography, city zoning, GIS, and land use regulations.
- Ability to interpret technical data and read engineering/architectural drawings.
- Ability to handle sensitive or technical inquiries with discretion and professionalism.
- Excellent interpersonal and written/oral communication skills.
- Excellent track record in providing strategic leadership and organizational development.

Compensation:

The salary for this position is competitive and will be shared with finalists during the recruitment and selection process. The salary offered to the successful candidate will be commensurate with the candidate's qualifications. Centerville provides an excellent benefit program, including medical, dental, life, long-term disability, deferred compensation, flexible spending account, and generous vacation, personal and sick leave. Retirement benefits are provided through OPERS.

Given the nature of this classification's duties/responsibilities, the City Planner is considered an "exempt" position under the governing Fair Labor Standards Act regulations.



DEADLINE FOR APPLICATION

Position open until filled. To ensure full consideration, please apply by **March 1, 2013**.
Interested candidates are encouraged to submit a resume and cover letter to:

City of Centerville • Human Resources Dept. • 100 W. Spring Valley Rd.
Phone: (937) 433-7151 • Fax: (937) 428-4718 • Email: personnel@centervilleohio.gov

Equal Opportunity Employer